

## Position Description – Vientiane – October 2014

<b>Agency</b>	ACIAR
<b>Position Number</b>	7731
<b>Title</b>	Regional Manager
<b>Classification</b>	LE7
<b>Division/Post/Section</b>	Laos
<b>Reports to (title)</b>	General Manager, Country Programs, ACIAR (Canberra)

### **About the Australian Centre for International Agricultural Research (ACIAR)**

Operating under the *ACIAR Act 1982*, ACIAR is part of Australia's aid program, fostering international agricultural research and development partnerships that will result in reduced poverty, more sustainable agricultural systems and greater food security.

ACIAR's program is developed in the context of the broader Australian Government's aid program and implemented in close collaboration with relevant Australian government agencies, especially the Department of Foreign Affairs and Trade (DFAT), and with research partners in Australia and overseas.

ACIAR's headquarters are located in Canberra, Australia with eight regional/country offices in the Asia-Pacific and Africa. Further information on our current projects, programs and priorities can be found on our website at <http://aciarc.gov.au>.

### **About ACIAR – Laos**

ACIAR's office in Laos currently has the responsibility for effective delivery of the ACIAR program in Laos, Cambodia and Thailand as well as providing strategic support to the ACIAR staff in Vietnam, China and Burma. The office provides support to ACIAR-managed collaborative research and development partnerships through liaison, coordination, representation and administrative activities.

The office manages key relationships with Lao, Cambodian and Thai government research and development agencies, universities, key donors, industry bodies and the private sector and interacts with ACIAR research program managers and commissioned and collaborating research organisations.

The research partnerships are focussed on achieving more productive and sustainable agricultural systems, for the benefit of developing countries and Australia, through international agricultural research partnerships.

### **About the position**

Under broad direction, the Regional Manager (RM) leads the office team in Vientiane which facilitates the in-country elements of the ACIAR project cycle, contributes to regional strategies, networks with stakeholders, contributes to the Australian Government whole of government approach at Post and communicates ACIAR project and program results.

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The RM reports to the General Manager, Country Programs (GMCP) in Canberra and must be able to work with minimal supervision. The RM conforms to Post's administrative policies and procedures which are largely determined by the Department of Foreign Affairs and Trade. The RM is subject to the authority of the Head-of-Mission who should be kept informed of major policy matters and significant developments concerning ACIAR activities. Liaison with senior administration at the mission is also necessary.

Under the guidance of the GMCP, the key responsibilities include, but are not limited to:

- Developing and maintaining the Lao, Cambodian and Thai country strategies and operational plans.
- Providing advice and support to ACIAR staff in Hanoi, Beijing and Yangon to develop and maintain the Vietnam, China and Burma country programs.
- Creating regular opportunities between formal consultations for discussion with key partner institutions on progress in implementing country strategies.
- Providing advice and contributing to the design of projects; providing continuous guidance and oversight of projects and contributing to risk management and monitoring and evaluation. Ensuring that project design processes satisfy in country regulations and protocols in a consistent way.
- Identifying, monitoring and researching emerging issues which may impact ACIAR's program in the region, and providing advice and briefing to senior management as required.
- Facilitating the preparation and signing by relevant Government representatives of key project documents.
- Initiating, establishing and maintaining strong partnerships with a broad range of stakeholders, maximising cooperation and promoting the agency's program objectives and strategic vision.
- Routinely monitoring and communicating macro-level changes in agriculture, forestry and fisheries issues in country in order to align ACIAR / Australian comparative advantages, initiatives and priorities to the partner countries.
- Networking and communicating with ACIAR stakeholders in partner countries in order to share ACIAR experiences and to learn about stakeholders' objectives, strategies operations and changes.
- Managing in-country public affairs; contributing to media releases and cables, update website content and liaise with media.
- Contributing to key ACIAR processes, especially the preparation Annual Strategy Refresh and the Annual Operational Plan related to East Asia.
- Managing the ACIAR office including post budgets and asset management, office personnel issues (staff training, mentoring, performance assessments, classifications), compliance and work health and safety.
- Managing visits by ACIAR staff, the Commission; the Policy Advisory Committee and as necessary, providing visit assistance to new Australian or CGIAR project leaders.
- Overseeing administration of the relevant fellowship schemes.
- Providing support to cross-sectoral training seminars and workshops.
- Supporting ACIAR Canberra in efforts to improve the management of information systems.

## **Position Description – Vientiane – October 2014**

### **LE7 Capabilities**

#### **1. Supports and contributes to strategic direction**

- identifying and strengthening the relationship between operational tasks and agency goals
- leading policy development through consultation, stakeholder engagement, scoping, development, implementation and review
- communicating expected outcomes.

#### **2. Achieves results**

- undertaking objective, systematic analysis and drawing accurate conclusions based on evidence
- recognising links between interconnected issues
- breaking through problems and weighing up options to identify solutions.

#### **3. Values teamwork and builds partnerships**

- helping to broaden individuals' insight and perspective of the agency, their role and career
- acting as a mentor and delivering constructive feedback in a manner that gains acceptance and achieves resolution.

#### **4. Exemplifies personal drive and integrity**

- persevering to achieve goals in the face of obstacles
- remaining calm and in control under pressure
- coping effectively with setbacks
- acknowledging mistakes and learning from them.

#### **5. Communicates and works with influence**

- approaching negotiations with a strong grasp of key issues
- anticipating the position of the other party
- selecting the most appropriate medium for conveying information and structuring written and oral communication to ensure clarity.

#### **6. Qualifications/Experience**

- Tertiary and post-graduate qualifications, preferably in agriculture or a related field.
- At least five years' relevant experience in program/project management.

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### **LE7 Capabilities**

#### **7. Supports and contributes to strategic direction**

- identifying and strengthening the relationship between operational tasks and agency goals
- advise on policy development through consultation, stakeholder engagement, scoping, development, implementation and review
- communicating expected outcomes.

#### **8. Achieves results**

- undertaking objective, systematic analysis and drawing accurate conclusions based on evidence
- recognising links between interconnected issues
- breaking through problems and weighing up options to identify solutions.

#### **9. Values teamwork and builds partnerships**

- helping to broaden individuals' insight and perspective of the agency, their role and career
- acting as a mentor to staff at Post and delivering constructive feedback in a manner that gains acceptance and achieves resolution.

#### **10. Exemplifies personal drive and integrity**

- persevering to achieve goals in the face of obstacles
- remaining calm and in control under pressure
- coping effectively with setbacks
- acknowledging mistakes and learning from them.

#### **11. Communicates and works with influence**

- approaching negotiations with a strong grasp of key issues
- anticipating the position of the other party
- selecting the most appropriate medium for conveying information and structuring written and oral communication to ensure clarity.

### **Selection Criteria**

1. Demonstrated high-level expertise and achievement in management and review of programs/activities
2. Strong project management skills with supporting skills in finance management, contract management, communication, negotiation and representation
3. Significant research and analytical skills with a practical focus
4. Highly developed judgment, problem solving skills, initiative and a results orientation
5. Strong interpersonal skills and sound leadership skills
6. Tertiary qualifications and demonstrated expertise in relevant fields desirable.